



# Youth Organization Information (Individual Entries)



The Dane County Fair is a non-profit, family-friendly event benefitting Dane County youth since 1851. The Fair is open to youth who participate in a youth organization with adult leadership and offers education!

## EACH YEAR, THE DANE COUNTY FAIR INCLUDES:

# 550+

youth from organizations within Dane County, including 4-H, FFA, Girl Scouts, etc.

## YOUTH



## PROJECTS



# 5,000+

youth projects exhibited within communications, art, photography, foods, STEM, clothing, livestock showing, and much more. All are recognized for their hard work!

# 32,000+

friends from near and far venture to the Alliant Energy Center every July for free concerts, entertainment, great food, animals, and to support our local youth.

## ATTENDEES



## RECOGNITION



# \$25K+

is given to youth exhibitors by means of awards, ribbons, rosettes, and premium money based on their project judge results.

## JOIN THE DANE COUNTY FAIR – BECOME A YOUTH EXHIBITOR

Enclosed is information on how your organization and youth members can participate in the Fair!

Questions? Contact the Dane County Fair at [info@danecountyfair.com](mailto:info@danecountyfair.com) or 608-291-2900.

# How can youth exhibit at the Fair?

The Dane County Fair offers an opportunity for youth to participate in the competitive exhibit departments at the Fair each year. Fair entries are open to youth members of 4-H, FFA, or **another recognized youth organization (school club, Girl Scouts, Scouts, church group, afterschool program, etc.)** under adult leadership that has an education program appropriate to that organization. Youth organization leaders of a group other than 4-H or FFA need to complete the enclosed form each year for approval by the Fair prior to May 1st of the current Fair year in order for their youth members to exhibit at the Fair.

## **Exhibitor information and terms**

**Early Childhood Exhibitors:** Youth in grades K–2 and youth in grades 3–5 who are first time exhibitors are eligible to exhibit in Department 17 - Early Childhood. They must also be in good standing of the youth organization they represent to participate in the Fair.

**Youth Exhibitors for Competitive Exhibits:** Youth must be 8–19 years of age (at least in third grade) on January 1 of the current fair year and in good standing of the youth organization they represent to participate in the Fair. NOTE: Exhibitors who have learning or physical disabilities may exhibit according to their developmental or functional age. Contact the Fair Office for more information.



**Departments:** There are a variety of Departments to enter in for competitive exhibits that are often referred to as Non-animal and Animal. Non-animal Departments include but are not limited to, cultural arts (drawing, painting, jewelry, etc.), photography, computers, mechanical projects (rockets, Lego, etc.), foods, cake decorating, clothing (sewing), knitting & crocheting, plants (gardening & crops), flowers, woodworking, animal and veterinary science, and pocket pets (turtles, snakes, etc.). Animal Departments include dogs, cats, guinea pigs, rabbits, poultry, and large animals. The Departments are further divided into Classes and Lots.

**Premium Book & Entries:** The Dane County Fair Premium Book lists all rules and regulations for entering to be an Exhibitor at the Fair for all Departments. It also includes contact information for Chairs & Superintendents in each Department. You may contact Chairs/Superintendents or the Fair if you have any questions on a Department (which department should you enter a project, which class/lot, etc.). The Premium Book is released on the Fair website ([www.danecountyfair.com](http://www.danecountyfair.com)) by March.

The Premium Book is very helpful when submitting entries that open in April and close the first week in June each year. The Fair uses FairEntry as our entries system, and our staff is available to assist with any questions on how to set up an account, submit entries, etc. when the time comes.

**Chairs/Superintendents:** Volunteers with knowledge in a Department that assist the Fair with rules and regulations for the department as well as on-site project check-in, judge assistance, display layout, and project check-out.

**Judging:** Departments are judged in three different categories and not all categories are used in one Department. The categories include Danish, Individual Conference, and Conference. Danish Judging is when projects in each Lot are placed into four groupings (1st, 2nd, 3rd, and 4th) with the maximum placements established by Wisconsin Department of Agriculture, Trade and Consumer Protection (WIDATCP). There is no interaction with the judge; non-animal exhibitors need not be present, but animal exhibitors must be present with their animal. Individual Conference Judging is when the youth is present and they have an individual conversation with the judge on their project. Conference Judging is when all youth in a Lot are present and display their projects to the judge for comparison.

All judges for departments are licensed with the WI DATCP for the department in which they are listed in. The Fair contracts directly with the judges, and the judges award the youth with a ribbon and a rosette if they are selected as a Champion or Reserve Champion. The Champions will also receive an award.

**Awards & Premiums:** Youth projects are judged by a licensed judge and given a placing ribbon. If the project is chosen as the Champion (1st place) or Reserve Champion (2nd place), the project will receive a rosette; all Champions receive an award.

Premium money is given by check to youth based on their project ribbon placing. Checks for non-animal projects are presented to the youth at time of project pick-up. Checks for animal projects are mailed directly to the youth after the Fair.

**Exhibitor Fees & Admission Special:** All Youth Exhibitors will receive a complimentary admission wristband for unlimited entry all 4 days. Exhibitor Family members can purchase additional admission wristbands or daily passes at a discount at the time of entry. All orders must be completed by the entry deadline. Entries and discounted wristbands or daily passes will not be accepted after the deadline.



# STEPS TO EXHIBIT

- Youth Organization Approval** - Youth organizations (school club, Girl Scouts, Scouts, church group, afterschool program, etc. - not 4-H or FFA) must submit the enclosed **Youth Organization Application** to the Fair Office by May 1 for their organization to be approved in order for their youth to participate in the Fair.
- Offer Education** - Provide educational opportunities to your youth members to create projects to exhibit at the Fair based on the rules and regulations for the appropriate department listed in the Dane County Fair Premium Book. If your organization does not offer education to your members, we recommend partnering with another youth organization who does.
- Project Entry Process** - Submit project entries (must be created from August of the year prior to the week of Fair) once entries open in mid-April through the first week in June. The system used for entries is called FairEntry and a link will be posted to the Fair website under the “Youth Exhibitors” tab once it opens in April. Fair staff will send instructions and tips to all youth organizations for their youth members on how to enter their projects for the Fair. Each youth member (except for 4-H) will need to create an account in FairEntry before submitting their entries. The Fair will offer online Zoom calls with youth organizations upon request to review the entry process. Fair staff is also available for youth members to call or email with questions. It is recommended to contact the Fair office before entries close if you have any entries questions.

There is an entry fee and per animal fee for all youth exhibitors. The payment can be processed through the FairEntry system via credit card. All youth exhibitors will receive a complimentary admission wristband for all 4 days of the Fair.
- Animal Departments** - If youth members are participating in an animal department, there will be education requirements due by June 15 each year. Information on these requirements, what is approved, how to submit, etc. is listed on the Fair website under the “Youth Exhibitors” tab. Youth may participate in any of the approved education offerings.
- Review Entries of Member Exhibitor** - Once entries close, a list of all youth exhibitors within a youth organization will be sent to the Youth Organization Leader for review to make sure all youth are qualified to show at the Fair under their organization per the organizations requirements (attended all meetings, paid dues, etc.). The Youth Organization Leader will have about one week to review the list and inform the Fair if all youth are approved. After that, the Fair will prepare the entry packets.
- Entry Packets Pick-up** - Youth entry packets will be available for pick up at the end of June by the Youth Organization Leader. The packets will include Fair information, entry tags, wristbands, and any other items ordered or requested by the youth members or organization. The Youth Organization will be responsible for distributing the appropriate information to their youth members prior to the Fair. All youth will need their entry tags to check in their projects on-site during Fair Week.
- Project Check-in & Judging** - On-site at the Fair, youth will bring their project for check-in and judging on the appropriate day listed in the Premium Book under their department. For example, Foods & Nutrition project check-in and judging is on Monday of Fair Week; all other non-animal projects have their check-in and judging on Tuesday, animals are to arrive on Wednesday for check-in, and their judging is on different days of the Fair as noted in the Premium Book. Non-animal projects will receive ribbons and possibly rosettes after judging. After judging, all projects are placed on display per department for attendees to view during the Fair (Thursday–Sunday).
- Project Displays** - During the Fair, we encourage ALL youth to visit the Fair with their complimentary wristbands to view their project(s) on display and support the animal exhibitors during their shows.
- Awards Ceremony & Project Pick-up** - On Sunday of Fair Week, there is an Awards Ceremony for non-animal projects where all Champions will receive their awards during a presentation. After the ceremony is project pick-up, and youth will collect their projects and premium checks for all non-animal projects only. Animal exhibitors are allowed to remove tack starting at 5:30 p.m. and animals at 6:30 p.m. Premium checks for animal exhibitors will be mailed directly to the exhibitor after the Fair.
- Results** for all departments will be posted to the Fair website as judging concludes.

**If you have any questions, contact the Fair Office at [info@danecountyfair.com](mailto:info@danecountyfair.com).**

# YOUTH ORGANIZATION APPLICATION

The purpose of the Dane County Fair is to showcase the educational programs of Dane County's youth organizations through exhibits that youth complete as a member of their organization. The county fair experience helps reinforce youth education and provides an opportunity for reflection through interaction with judges, peers, and the public.

## Eligibility Requirements:

All youth exhibitors must be members of a recognized youth organization (school club, Girl Scouts, Scouts, church group, afterschool program, etc.) located in Dane County that consists of two or more families and is under adult leadership with an education program appropriate to the department entered. All youth organizations must be approved by the Dane County Fair Association. Youth may be residents of Dane County or a neighboring county as long as the youth organization is located in Dane County. Some youth organization exceptions may be made for national or state associations.

## Resources Supporting Requirements:

WI Legislative Code: Chapter ATCP 160:

[https://docs.legis.wisconsin.gov/code/admin\\_code/atcp/140/160/Title](https://docs.legis.wisconsin.gov/code/admin_code/atcp/140/160/Title)

Dane County Fair Premium Book:

<https://www.danecountyfair.com/p/youth-exhibitors/premium-book>

This form is due annually from all participating organizations by May 1 of the current fair year. This application must be submitted by the Adult Advisor who oversees approving adult leadership and youth membership for the organization. For state-wide or national organizations, this may be a county-wide, regional, or state leader (for example, in the 4-H program, one application should be submitted by the county 4-H Educator; individual 4-H Clubs or Projects do not need to submit individual applications). Chartered Dane County 4-H Clubs and FFA Chapters are preapproved DCF Youth Exhibit organizations.

Submit the completed application to the Dane County Fair, PO Box 287, Oregon, WI 53575, or email it to [info@danecountyfair.com](mailto:info@danecountyfair.com). If you have any questions, contact the Fair Office.



# YOUTH ORGANIZATION APPLICATION FORM

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Social Media Channels: \_\_\_\_\_

Is the organization a 501c3 non-profit? Yes \_\_\_\_ No \_\_\_\_

If no, please describe your organization's status: \_\_\_\_\_

## Adult Advisor/Primary Contact Person of Organization (Must be at least 21 years old)

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Secondary Contact Person of Organization

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### For Office Use

Date Received: \_\_\_\_\_ Recorded: \_\_\_\_\_

Approved or Not: \_\_\_\_\_ Listed on Website: \_\_\_\_\_

Notification Sent: \_\_\_\_\_

# Organization Purpose

(You may provide a website link, attach a brochure, or write a description below)

1. Please describe the mission, goals, or objectives of your organization:
2. Primary activities of the organization:
3. Describe your educational program related the exhibited Fair projects:
4. Add a check mark or X to all Fair Departments that align with your organization's educational program (Refer to the Dane County Fair Premium Book for Department details):

## ALL Departments

- |   |  |
|---|--|
| 1 Dairy Cattle _____                        | 18 Cultural Arts _____                     |
| 2 Beef Cattle _____                         | 20 Photography _____                       |
| 3 Swine _____                               | 21 Computers _____                         |
| 4 Sheep _____                               | 22 Woodworking _____                       |
| 5 Dairy Goats _____                         | 23 Electricity _____                       |
| 6 Horses & Pony _____                       | 24 Mechanical Projects _____               |
| 7 Poultry _____                             | 25 Foods & Nutrition/Cake Decorating _____ |
| 8 Rabbits _____                             | 26 Clothing _____                          |
| 9 Dogs _____                                | 27 Knitting & Crocheting _____             |
| 10 Animal & Veterinary Science _____        | 28 Home Furnishings/Home Environ. _____    |
| 11 Exotics _____                            | 29 Family & Child Development _____        |
| 13 Cats _____                               | 31 Communications - Presentations _____    |
| 14 Plant & Soil Science _____               | 32 Booths _____                            |
| 15 Flowers & Houseplants _____              | 33 Youth Leadership/Self-Determined _____  |
| 16 Natural Sciences & Shooting Sports _____ | 34 Health/Social/Political Sciences _____  |
| 17 Early Childhood (5-9 years old) _____    | 35 Educational and School Exhibits _____   |

The DCFA Board of Directors may ask for additional documentation of your organizational structure and activities to help determine alignment with the purpose of the County Fair and its Departments.

## Diversity, Equity & Inclusion

The Dane County Fair Association (DCFA) is committed to providing an outstanding event experience with a welcoming and inclusive environment for all community members. The DCFA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers, partners, vendors, entertainers, event management, and provision of services. Every effort is made to accommodate employees, partners, participants, and customers with special needs. Contact the DCFA at [info@danecountyfair.com](mailto:info@danecountyfair.com) for information or accommodation requests.

All Youth Organizations participating in the Dane County Fair must abide by federal nondiscrimination and civil rights laws in hiring, volunteer recruitment, membership approval, and programming.

## Youth Organization Membership

All Youth Exhibitors must be a member “in good standing” of an approved youth organization. A member “in good standing” means a member who has followed the rules, paid any required dues, and met all goals for their organization.

## Fair Entry for Exhibitors

Exhibitors/families will sign up for their specific fair entries in the spring using the DCFA’s online FairEntry system. Youth Organization Leadership will have the opportunity to review all Fair entries for their member exhibitors and provide approval that the exhibitors are a member in good standing prior to final approval by DCFA. A specific process for the review will be arranged with each youth organization.

- Youth Organization Leadership is asked to help provide support to their membership with the Fair Entry process.
- FairEntry system training will be provided upon request.

All youth organizations, their leadership, youth members, and member families must abide by the rules set forth by the State of Wisconsin and the Dane County Fair when participating in the Dane County Fair. The DCFA Board is the governing authority of the Dane County Fair and reserves the right to interpret rules and resolve disputes after consulting with all concerned parties. All decisions of the DCFA Board of Directors are final. Please contact us with any questions or concerns before submitting your organization’s application.

\_\_\_\_\_ I have reviewed the ATCP160 rules from the State of Wisconsin.

\_\_\_\_\_ I have read and understand the DCFA Rules in the Dane County Fair Premium Book.

\_\_\_\_\_ I agree to support the DCFA in enforcing all Fair rules with participants, families, and leaders from my group.

## Youth Organization Primary Contact

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DCFA Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit the completed application to the Dane County Fair  
by mail (PO Box 287, Oregon, WI 53575), or email ([info@danecountyfair.com](mailto:info@danecountyfair.com)).**